

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

You are hereby summoned to attend the Northstowe Town Council **Full Council Meeting** to be held on **Wednesday 27th July 2022, 7-9 PM**, at Pathfinder Primary School, Northstowe (Main Hall).

Signed: *Mark Nokkert* 22nd July 2022

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 07724588949

The public and press are welcome to attend any Council meeting. If you wish to speak under the standing item 'Public Participation', it is advised to email the Town Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 minutes in relation to items on the agenda. Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting; any restrictions will be made clear on arrival. If you have Covid or Covid symptoms, please do not attend.

AGENDA

85/22-23 APOLOGIES FOR ABSENCE

- a) To receive any apologies for absence received prior to the meeting.

86/22-23 WELCOME

- a) To welcome new Town Councillors joining for the first time.

87/22-23 DECLARATIONS OF INTEREST

- a) Councillors to declare any pecuniary or personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.

88/22-23 PUBLIC PARTICIPATION

- a) To adjourn the meeting for up to 15 mins. to allow members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to business to be transacted at this meeting.
- b) To reconvene the meeting.

89/22-23 MINUTES OF THE MEETING OF 22ND JUNE 2022

- 1) To approve the minutes of the Council meeting of 22nd June 2022 as a true record of that meeting.

90/22-23 RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS - UPDATES

- 1) *For information* - To receive an update from the Clerk or Chair on the following item;
 - (FC meeting 25th May 2022): 59/22-23 ParkPlay – Update on latest developments.

91/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

- 1) To receive a report from Cllr Sarah Cheung Johnson & Cllr Alex Malyon, SCDC (attached).
- 2) To receive a report from Cllr Firouz Thompson, Cambridgeshire County Council (attached).

92/22-23 REPORT FROM SOUTH CAMBS DC'S COMMUNITY DEVELOPMENT OFFICERS

- 1) To receive a report from the SCDC Phase 1 & 2 Community Development Officers (attached).

93/22-23 REPORT FROM TOWN CLERK

- 1) To receive a report from the Town Clerk to Northstowe Town Council (for June 2022) (attached).

94/22-23 NEW COUNCILLOR TRAINING

- 1) To agree for any new Councillor to be automatically entitled to go on 'New Councillor' training.
NB: dates for upcoming Councillor training sessions are at [CAPALC training website](#).

95/22-23 NTC COMMITTEES – CLLR MEMBERSHIP

- 1) For any Cllrs to come forward to join any of the under-mentioned, currently active Committees;
 - Events and Markets Committee: Membership 8; Seats filled: 6. Frequency of meetings: every other month.
 - Finance and Governance Committee: Membership = 8; Seats filled: 5. Frequency of meetings: monthly
 - Personnel Committee: Membership = 6; Seats filled: 5. Frequency of meetings: quarterly.
 - Planning Committee: Membership = 8; Seats filled: 7. Frequency of meetings: monthly.
- 2) To appoint Members onto the above-mentioned Committees.

96/22-23 NTC WORKING GROUPS – CLLR MEMBERSHIP

- 1) For any Cllrs to come forward to join any of the under-mentioned, currently active Working Groups:
 - Hydrology Working Group. Current Membership: 3 Cllrs.
 - Joint Sustainability Working Group (jointly with Longstanton Parish Council). Current Membership: 1 Cllr.
- 2) To appoint Members onto the above-mentioned Working Groups.

97/22-23 EXTERNAL BODIES – NTC REPRESENTATION

- 1) For any Cllrs to come forward to join any of the under-mentioned external partnerships:
 - (a) Northstowe Phase 1 Open Spaces Maintenance & Management Steering Group. Led by SCDC. Meets monthly, 1st Thu each month, 10-12AM. Current membership: 5 NTC Cllrs.
 - (b) Northstowe & Longstanton Heritage Stakeholder Group. Led by CCC. Meets monthly, 4th Tue each month, 9:15 – 10:30 AM. Current membership: 2 NTC Cllrs.
 - (c) Northstowe Support Partnership. Led by CCC. Meets 6x per year, 3rd Tue every other month, 13:30 – 15:30PM. Current membership: 1 NTC Cllr.
 - (d) Homes England Parish and Town Council Liaison meetings. Led by Homes England. Meets quarterly, 3rd Fri 13:30 – 15:00. Current membership: 6 NTC Cllrs.
 - (e) Northstowe Community Networkers. Led by SCDC, with CCC. Meets 8x per year, in months when there is no Community Forum, 2nd Wed, 7-8PM. Current membership: 3 NTC Cllrs.
 - (f) Stagecoach - Northstowe and Longstanton Cllr meeting. Led by Stagecoach. Meets quarterly, 2nd Thu 17:30 – 18:30 PM. Current membership: 4 NTC Cllrs.
 - (g) Northstowe Youth Partnership / Youth Hive. Led by CCC with Northstowe Youth Hive. Meets as and when relevant (TBC). Current membership: 2 NTC Cllrs.
 - (h) Northstowe Faith Strategy Group. Led by SCDC. Meets as and when relevant. Current membership: 3 NTC Cllrs.
- 2) To appoint Members onto the above-mentioned external partnerships.

98/22-23 MATTERS FOR INFORMATION

To receive a verbal update from the Clerk or Chair on the following item;

- 1) Information received from South Cambs DC, regarding the interim facility/proposed change of use-application, setting out contextual information and the process by which SCDC arrived at the preferred option for an interim community facility (attached).

99/22-23 PLANNING APPLICATIONS – NEW APPLICATIONS

NB: sub-item (i) deferred from Planning Committee (item 25/22-23 (2)(vi), 12th July 2022) to Full Council.

- i) *For comments.* 22/03034/FUL. South Cambridgeshire District Council. Showhome 60 Pathfinder Way Northstowe Cambridgeshire. Change of use from C3(a) Dwellinghouses to F2(b) Halls of meeting places for the principal use of the community, for a three year period, in order to provide a temporary community facility to serve Phase 1 Northstowe, utilising the properties which currently form the Taylor Wimpey show homes and sales information centre at this site. This will require minor works to ensure accessibility and fire safety only. Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03034/FUL> Consultation deadline: 27th July 2022; extension granted until 29th July 2022.
- ii) *For information.* S/1355/19/COND8B. BDW Cambridgeshire. Land South East Of The B1050 At Station Road Parcel H8. Submission of details required by condition 8 (Drainage) of reserved

matters application S/1355/19/RM. Public Access link:
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/1355/19/COND8B>. Consultation deadline: 1st August 2022.

- iii) For information. S/0388/12/COND15A. BDW Cambridgeshire. Northstowe Phase 1, Parcel H7, H8 And H9 Station Road Longstanton Cambridgeshire. Submission of details required by condition 15 (Housing - Lifetime Homes) of outline planning permission S/0388/12/OL. Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/0388/12/COND15A>. Consultation deadline: 12th August 2022.

100/22-23 PRESENTATION – CLLR BILL HANDLEY AND ANNE AINSWORTH (SCDC)

- 1) To receive a presentation from SCDC Councillor Bill Handley, Lead Cabinet Member for Communities, about his vision for communities and how this links to the planned delivery of the Northstowe Social Infrastructure. Cllr Handley is to be joined by Anne Ainsworth, SCDC's Chief Operating Office, and Senior Responsible Officer for Northstowe.
- 2) Opportunity for Councillors to raise questions. NB: some questions raised by Cllrs already sent to the speakers in advance of the meeting.

101/22-23 NTC REPRESENTATION AT NORTHSTOWE DELIVERY GROUP

- 1) To receive a verbal update from the Chair or the Clerk on the following items;
 - a) Following a decision made at [11th July 2021 SCDC Cabinet meeting](#), a paper has been discussed at the [SCDC Council meeting on 21st July](#), which includes proposals for the 'Northstowe Governance Board' and investment in Social Infrastructure in Northstowe.
 - b) Meeting held with Cllrs Bridget Smith, Bill Handley and Anne Ainsworth on 19th July 2022, about Town Council representation at the Northstowe Delivery Board, were this to be approved.
- 2) To nominate the Mayor, or in their absence the Deputy-Mayor, to sit on the new Northstowe Delivery Board to represent the Town Council, with a remit to report back to Full Council following each Board meeting.

102/22-23 FINANCES

NB: Items deferred from non-quorate Finance and Governance Committee meeting held on 19th July 2022, plus one additional invoice received since then (sub-item (2)(ix)).

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

To approve and sign the Bank reconciliation for 31st June 2022 (attached).

2) TO APPROVE EXPENDITURE

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

- | | |
|--|---------|
| i) Unity Trust Bank – Service charge, period Apr -Jun '22 (cashed 30th June) | £18.00 |
| ii) TPT Pensions Trust - pension contributions, period June '22 (cashed 11 July) | £426.14 |

RETROSPECTIVE APPROVAL – NEW PAYMENTS:

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| iii) HMRC – period 6 June – 5 July 2022 | £1,239.85 |
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APPROVAL OF NEW PAYMENTS:

- | | |
|---|--------------|
| iv) CAPALC Internal Audit Service 2020-21 | £148.50 |
| v) Membership fee SLCC, period 1 st Aug 2022 – 31 st July 2023 | £327.00 |
| vi) Vision ICT – hosting 4 emails | £86.40 |
| vii) Staff expenses, Clerk - period 15 th June 2022 – 14 th July 2022
(spreadsheet attached for Cllrs' information). | £60.00 |
| viii) Salary Town Clerk – July 2022 (payment date 27/07/2022)
(spreadsheet attached for Cllrs' information) | Confidential |
| ix) CAPALC Councillor training, June 2022 | £75.00 |

3) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT

To receive and note the Receipts and Payments Report (NB: includes above new payments).

103/22-23 SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA)

- 1) To receive a report from the Events and Markets Committee's Market Development Working Group on progress on the pilot market development, membership of NABMA and its associated benefits.
- 2) To approve an annual membership of the National Association of British Market Associations (NABMA) at £384/year or at a discounted rate.
- 3) To task the Town Clerk to file a formal request for membership and to conduct subsequent discussions on fee reductions.

104/22-23 TRAINING CLERK

- 1) To approve for the Clerk to go on the following training and development opportunity;
 - (a) CAPALC annual conference, 9th September 2022 (see [CAPALC Annual Conference - CAPALC](#)), costs: £75.00.

105/22-23 HYDROLOGY WORKING GROUP

- 1) To receive an update from the Hydrology Working Group on the latest activities.

106/22-23 COMMITTEE MEETINGS

To receive and note minutes from the following Committee meetings held:

- a) Planning Committee, 14th June 2022 (status: approved)
- b) Personnel Committee, 21st June 2022 (status: draft)
- c) Finance and Governance Committee, 21st June 2022 (status: draft)
- d) Events and Markets Committee – 5th July 2022 (status: draft)
- e) Planning Committee, 12th July 2022 (status: draft)
- f) Personnel Committee (extraordinary meeting), 18th July 2022 (status: draft)
- g) Finance and Governance Committee, 19th July 2022 (status: draft)

107/22-23 UPDATES FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To receive and note minutes and/or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) 20th May 2022 - Homes England Quarterly meeting (attended by Cllrs Benedicic and Castelino) – Minutes attached; agreed Terms of references also attached.
- b) 9th June 2022 - Phase 1 Open Spaces Steering Group (attended by Cllrs Littlemore and Owen) – Minutes attached.
- c) 13th June - Police and Crime Commissioner. Virtual roundtable meeting (attended by Cllr Susarla) - Minutes attached.
- d) 27th June – Cabinet-Parish Liaison meeting – Email sent previously to Cllrs with link to recording of meeting.

108/22-23 NEW DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To note;

- a) Tue 26th July at 09:15: Northstowe and Longstanton Heritage Stakeholder Group
- b) Wed 27th July at 13:00: Northstowe Faith Strategy Group
- c) Thu 4th August at 10:00: Phase 1 Open Spaces Steering Group
- d) Wed 10th August at 19:00: Northstowe Community Networkers
- e) Tue 23rd August at 09:15: Northstowe and Longstanton Heritage Stakeholder Group
- f) Thu 1st September at 10:00: Phase 1 Open Spaces Steering Group
- g) Tue 13th September at 13:00: Northstowe Youth Partnership
- h) Wed 14th September at 19:00: Northstowe Community Networkers
- i) Tue 20th September at 13:30 PM: Northstowe Support Partnership

109/22-23 DATES OF NEXT COUNCIL MEETINGS

To note;

- Full Council: Tue 27th September 2022, 7-9PM, Pathfinder Primary School
[Finalised motions by 17/09].

For all Council meetings, see www.northstowetowncouncil.gov.uk